



Minutes

Committee Name: Budget Development Committee

Date: November 18, 2021

Time: 10:00AM

Location: Zoom

Present: Lisa Couch, Kelly Potten, Debbie Gregory, Matt Jones, Heather Ostash, Corey Marvin

Absent: Matt Crow, Alex Gilewski, Kristie Nichols

1. **Call to Order** – 10:07am
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Approval of Minutes and Action Items** – Minutes reviewed and approved from 10/13/21 with no changes.
4. **District Wide Budget Committee**

4.1 Internal Allocation Model Narrative – Lisa shared the new narrative on the proposed Internal Allocation Model. She would like members to take some time to read the narrative and bring any concerns forward. The three DWBC Sub-Committees meet tomorrow to review their sections of the narrative.

In summary, Lisa shared that we currently have 3 budget centers with one for each college and then have charges backs for the District Office. The new proposal includes 4 budget centers with the district office being the 4th center for operational expenses. The charge back element is still in place for required purchases such as insurance. Each budget center will be charged a portion of the chargebacks.

One of the sub-committees is working on separating out those requirement expenses vs district office operational expenses. A percentage of the SCFF funding would be allocated to the district office budget center based on the outcome of that sub-committee. The majority of the district funding comes from the SCFF and there is agreement to distribute those funds based on counts of individuals for each element in the SCFF. The amount that we receive for each element changes with the state budget each year. There was discussion about the allocation of growth funds and that those would be allocated at the



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true-up (which occurs after the close of the fiscal year). Although it is a true-up for the year, it occurs so late (February) that the distribution of those funds comes in the next year. There is no allocation for advanced growth projections.

One sub-committee is working on different ways to allocate unrestricted revenue. Some of that revenue will be distributed based on the method that it is received (such as mandated costs and lottery revenue). Other revenue will be distributed based on prior year FTES since we do not receive that revenue based on a specific method (such as interest income and miscellaneous revenue).

Another sub-committee is developing the proposals related to stabilization and growth.

There is also some language in the narrative about district reserves, distributions and an annual evaluation of that process.

Lisa stated that the narrative related to stabilization funding based on SCFF elements would require some additional conversation. In response to how counts of individuals are distributed among the colleges in the SCFF, Heather stated students have a home college in the system that can be changed and it is typically associated with Financial Aid.

5. **HEERF/COVID Requests** – Lisa reviewed 5 requests for COVID funding with the committee.
 - a. **\$3,000 Mailing materials for IE – initial authorized but need additional funds.** The committee supports request.
 - b. **\$3,500 for Furniture and storage for athletic training testing – space is limited and being used for testing.** Lo needs space to treat athletes and maximize space. The committee supports this request.
 - c. **\$7500 for Ocelot text communication – Adds additional layer that allows conversations to go to text and is the only two-way texting we have. Allow conversations and can convert to appointment if needed.** Heather stated this is an enhancement to an existing communication. The committee approved request.
 - d. **\$6500 for Dynamic Forms, remote – transactional forms, students do not need any tools.** The committee approved request.



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- e. **\$25,000 for COVID coordination – spring semester hire increase hours to 40 hours per week.** The committee approved request.
6. **Budget Augmentations** – Lisa shared the list of budget augmentations through October. There was an augmentation to add air quality sensors to the buildings to adjust the outside air intake related to all the smoke. There are a few more augmentations pending approval.
7. **Requests Supported on Other Funds** – Lisa asked members for input on how we track requests supported by other funding in the new budget software. Lisa stated when planning documents are reviewed by deans and departments and requests can be supported by other funding there is usually no rounding back to the budget committee. Lisa suggested having a conversation or meeting with Grant managers before we review budget requests and again toward the end to determine which of these requests can be funded on non-GU001 funds. We can compile a list and work with Grant managers to confirm funding. The committee agreed to test process to see if that helps with tracking requests that are supported by other funding.
8. **Future Agenda Items** – Section Plans Presentations at College Council. Lisa will share information via email message.
9. **Meeting Recap for Report-Out** – We discussed the Internal Allocation Model Narrative that the DWBC Sub-Committees are reviewing for feedback before finalization. The committee reviewed COVID funding requests and recent budget augmentations. They discussed adding a process for tracking requests supported by other funding sources.
10. **Future Meeting Dates** – TBD. Possible December meeting if we get an updated Internal Allocation Model Narrative.
11. **Adjournment**

Meeting Chair: Lisa Couch
Recorder: Crystal Leffler